

第五章

Chapter 5

行政

Administration



政务秘书黄永康(右三)及团队巡视荔枝角收押所工程。

Mr Stanley Wong (third from right), Civil Secretary, and supporting team inspecting the construction project at Lai Chi Kok Reception Centre.

行政、人事及策划科人员专业投入，敬业致志，默默耕耘为部门运作提供必要的支援，令身为主管的我感到钦佩。他们管理档案系统、提供通讯网络、输入资料、策划及监察工程、监察帐目、平衡结余、回应传媒查询问题等.....。以下是二零零四年本科工作简报。

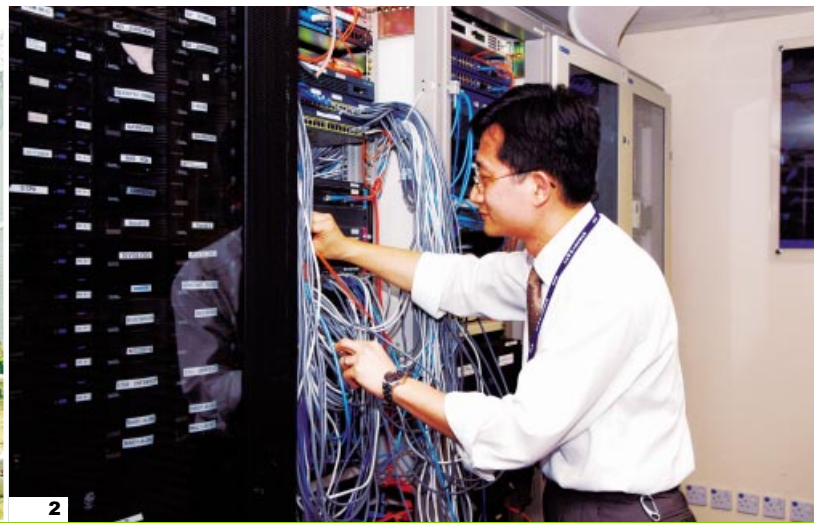
展望二零零五年，情况大致一样，本人和同事会继续专心致力，为部门提供服务，发扬专业精神。

政务秘书黄永康

Being the head of the Administration, Personnel and Planning Division, I have been positively impressed by the professionalism and dedication of my staff who provide the necessary but often mundane support to the operation of the Department. They maintain filing systems, provide communication networks, key in data, planning and monitoring building plans, crunch numbers, balance accounts, answer media enquiries... . Here is an account of what we did in 2004.

In looking forward to more of the same in 2005, I and my colleagues in the Division will continue to render professional and dedicated support to the Department.

Stanley W.H.WONG, Civil Secretary



行政、人事及策划科负责监督部门行政、人事管理、公共关系、财政、数字统计和研究，以及建设工程的策划工作。

一般行政

行政组的职责是为本署总部及各院所提供行政及后勤支援，包括资源管理、环保管理、记录管理、人事管理、电脑服务、翻译服务、物料供应和内部核数等。

环保管理

有关本署年内在环保方面的工作及成绩报告，载于本年报第七章。

内部核数

内部核数组主要负责视察各院所的财政及物料供应事宜，目的是确保有关人员遵从政府所定的规例及程序。年内，该组全面视察5间院所。为确保改善建议付诸实施，该组亦进行4次跟进检查。此外，内部核数组亦协助进行专题研究。

一般职系

本署共有500名一般职系人员(195人留驻本署总部，305人派驻各惩教院所，其中不少位于偏远地区)，为纪律人员提供重要的支援服务。支援范围广泛，包括行政支援、委员会秘书服务、电脑和数码化服务、人力和财政资源管理、记录管理、翻译及传译服务、物料供应、处理囚犯信件，以及向囚犯派发小卖物品等。每间院所均设有小规模 totals 室，负责为院所管方提供行政支援，该等一般职系人员大多具备多种技能，并须执行多类职务。他们提供有效的行政支援，令院所的日常工作得以畅顺进行，贡献良多。年内，共有55名一般职系文职人员获颁发奖项及嘉许状，足证他们的努力获得认同。

电脑化及资讯科技

本署致力将资讯管理系统现代化，并引进资讯科技，提高部门的行政和运作效率。资讯科技组和电子行政组在策划、推动及统筹署内电脑化及资讯科技工作方面，共



- 1 本署行政科支持环保不遗余力，而各院所包括：马坑监狱均奉行保育。
The Administration's keen support of conservation is reflected in greening of its penal institutions including Ma Hang Prison.
- 2 资讯科技组和电子行政组的通讯中枢有助提高部门行政及院所有效运作。
The computer and information technology nerve system of the Information Technology Services Unit enhances administrative and operational efficiency.

The Administration, Personnel and Planning Division oversees departmental administration, personnel services, public relations, finance, statistics and research and planning of capital projects.

General Administration

The Administration Section provides administrative and logistical support for both departmental headquarters and institutions in resources management, green management, records management, personnel services, computerisation, information technology services, translation services, stores, and internal audit.

Green Management

A report on the Department's endeavours and achievements in environmental protection for the year 2004 is in Chapter 7 of this Review.

Internal Audit

The Internal Audit Team is responsible for inspecting the financial and stores functions of all institutions to ensure that government regulations and procedures are complied with. In 2004, full inspections were carried out to five institutions. To ensure that recommended improvements were

implemented, four follow-up visits were conducted. The Team also helped in thematic studies.

General Grades

A total of 500 General Grades staff, with 195 deployed to departmental headquarters and 305 to penal institutions many of which in remote locations, provide backup services for the disciplined staff. They serve in wide-ranging areas including administrative support, committee secretaryship, computerisation and digitisation, human and financial resources management, records management, translation and interpretation services, stores and supplies, handling of prisoners' mail, and provision of canteen items to prisoners. There is a general office in each institution providing administrative support to the institutional management. The General Grades staff are multi-skilled and carry out diversified duties. They provide efficient administrative support and contribute significantly to the smooth operation of the institutional routines. The General Grades' effort and contribution were well recognised as reflected in the awards and commendations won by 55 civilian staff in 2004.

Computerisation and Information Technology

The Department is committed to modernising its information



同担当指导角色。资讯科技组专责于与行动有关的资讯科技计划及惩教资料系统方面的网络发展和管理工作。电子行政组则专注于行政管理方面的电脑计划，以及部门网站和内联网的系统维护工作。年底时，本署总部、各院所及外派办公室共设有2 604台个人电脑、160部伺服器及1 433台打印机。

本署设立服刑资料管理系统的广域网，透过框转接或异步传输形式连结总部和各院所的局域网，作为电邮、内联网和互联网以及各种应用程式(如软件资产管理及膳食订购管理系统)运作时的通讯中枢。

本署在二零零零年和二零零三年年初分别实施政府办公室自动化计划及政府办公室自动化拓展计划后，已有超过2 390个用户与政府通讯网络连接。他们可登入数码政府合署，透过电邮与政府各局及其他部门的同事联络。至于最初在二零零二年二月实施的机密邮件系统，可提供安全保密

的途径，把包括「Confidential」类别的机密文件以电子方式传送，符合《保安规例》的规定。

本署已于二零零四年四月落实部门入门网站计划，让职员使用「政府与雇员」的应用项目。电子处理假期申请系统计划于二零零四年八月实施后，职员可在网上申请放假和查阅其假期记录。

本署继续在二零零四年展开两项大型的电脑化运作计划，分别是更生计划资料管理系统和服刑记录资料系统II。前者是一个储存和整理更生事务资料的系统，于二零零五年年初投入服务；后者会提供图像介面、中文字支援和20项新增功能，并于二零零五年年底取代现有系统。

本署在互联网的双语网站已于二零零四年十二月改换新装，以切合政府网站统一的「外观与风格」标准。网站新加了不少特色，例如介绍本署活动的照片集、多媒体



- 1&2** 荔枝角收押所加建囚仓工程。
Construction work for an additional dormitory block at Lai Chi Kok Reception Centre.
- 3** 罗湖惩教所将会重建发展以容纳更多犯人。
Lo Wu Correctional Institution will be redeveloped to accommodate more inmates.

management systems and enhancing its administrative and operational efficiency by means of information technology (IT). The Information Technology Services Unit (ITSU) and the Electronic Administration (e-Admin) Unit jointly play a guiding role in planning, initiating and co-ordinating computerisation and IT activities in the Department. The ITSU specialises in network development and management of operational IT projects and penal information systems. The e-Admin Unit focuses on the management of administrative computer projects, and maintenance of the departmental website and the Intranet. At the end of 2004, there were 2 604 PCs, 160 servers, and 1 433 printers in Headquarters, institutions and out-posted offices.

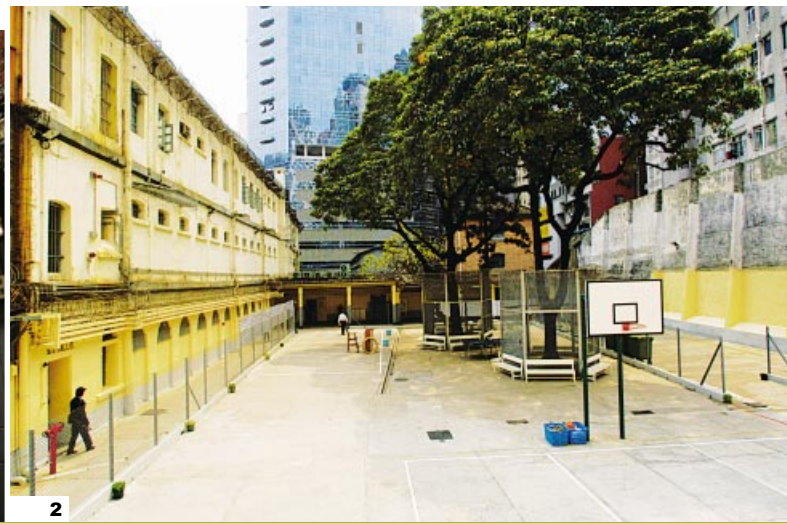
The Department has established a Wide Area Network (WAN) under the Penal Information Management System, which merges the Local Area Networks of Headquarters and institutions through Frame Relay or Asynchronous Transfer Mode. The WAN forms the communication backbone for electronic mails, Intranet and Internet services and operation of various applications, such as Software Asset Management and Ration Orders Management System.

Since the completion of Government Office Automation (GOA) Project in 2000 and GOA Extension Programme in early 2003,

more than 2 390 users in the Department have been connected to the Government Communication Network. They can browse the Central Cyber Government Office and exchange electronic mails with counterparts in other government bureaux and departments. The Confidential Mail System first established in February 2002 provides a secure means for electronic transmission of classified documents up to 'Confidential' level in compliance with Security Regulations.

The Department implemented the Departmental Portal Programme in April 2004, on which Government-to-Employee applications are available for staff access. The Department also rolled out e-Leave Project in August 2004 for staff to apply for leave electronically and view their on-line leave records.

The Department continued with two major operational computerisation projects in 2004, namely the Rehabilitative Programmes Management System (RPMS) and Penal Record Information System II (PRIS II). RPMS, a system for storing and processing rehabilitation services information, will start working in early 2005. PRIS II will provide users with a graphical interface, Chinese character support and 20 new functions. It will replace the existing system by the end of 2005.



内容和方便列印的功能。市民可浏览和下载本署的资讯、年报、环境报告、在囚人口统计数字、招标通告和招聘广告等。

工程及计划

为提供收容额以应付近年囚犯不断增加的情况，本署透过辖下的工程及计划组与建筑署共同策划增建新的院所，并重新发展现有院所。年内，本署在喜灵洲戒毒所附属中心完成了临时住宿设施及工场的建造工程。工程提供了80个女犯人惩教名额，稍为纾缓其他女犯人院所的挤迫情况。在施工及计划中的主要工程，包括在荔枝角已婚职员宿舍旧址重置域多利监狱，以及在荔枝角收押所加建囚仓。

本署一直进行改善各院所设施的工作。大榄女惩教所加建办公大楼的工程已于年内竣工。正进行或筹划中的主要工程包括在小榄精神病治疗中心兴建新探访室暨办公大楼，在职员训练院室外射击场进行改善工程，更换各院所的围网以及加强各院所

的闭路电视系统等。此外，本署亦正改善院所的污水处理设施和消防装置，以落实本署致力推广环保及防火安全的一贯方针。

本署很多小规模的建设、改善和维修保养工程均由囚犯进行。此举不但为囚犯提供惩教和职业训练的机会，更可节省大量公帑。

本署的主要工程计划一览表载于附录 17。

入境处已与本署达成协议，让本署接管于二零零五年五月落成的青山湾入境中心，为期5年。该中心会用作惩教院所，提供384个惩教名额，收容因触犯《入境条例》而被羁留的人士及从其他惩教院所转介的犯人，以便安排他们在获释后遣送/递解原居地。

鉴于公众反对，政府决定搁置于喜灵洲兴建新综合监狱的计划。本署正研究重新发展罗湖惩教所及芝罘湾两间惩教院所的可



中区域多利监狱将会腾出及发展成为历史文物。
The Victoria Prison in Central will be vacated and turned into a heritage attraction.

- 1 监狱内的通道。
Internal access.
- 2 广场运动场。
The compound.
- 3 囚仓走廊。
Cell corridor.

The bilingual Internet website of the Department was revamped in December 2004 to comply with "the Common Look and Feel" standards of Government websites. New features such as a photo album highlighting departmental activities, multimedia contents and a print-friendly function were also introduced. Information about departmental operations, annual reviews, environmental reports, penal population statistics, tender notices and recruitment advertisements are available for public browsing and downloading.

Works and Planning

To provide accommodation for the increasing number of offenders, the Department, through its Works and Planning Section, has been planning for the construction of new institutions and redevelopment of existing institutions in conjunction with the Architectural Services Department. This year the Department has completed the construction of temporary sleeping accommodation facilities and workshop at Hei Ling Chau Addiction Treatment Centre (Annex). The project, which provides 80 penal places for female prisoners, has helped to alleviate somewhat the severe overcrowding problem at the other female institutions. Major projects under construction or planning include the reprovisioning of Victoria Prison at the Lai Chi Kok Old Staff Married Quarters site, and construction of an

additional dormitory block in Lai Chi Kok Reception Centre.

Improvements to facilities in institutions are constantly being carried out. The construction of an additional office block in Tai Lam Centre for Women was completed this year. Major projects in hand or under planning include a new visit room-cum-administration block in Siu Lam Psychiatric Centre, improvement works to the outdoor range of Staff Training Institute, replacement of security perimeter fences and enhancement of CCTV systems in institutions. In addition, as part of its continuous commitment to environmental protection and fire safety, the Department is upgrading the sewage treatment facilities and fire services installations in its institutions.

Inmate labour is used in many minor building works, improvement and maintenance projects. This not only provides opportunities for inmates to receive corrective and vocational training, but also achieves considerable savings in public expenditure.

A list of the Department's major works projects is at Appendix 17.

Immigration Department and this Department have reached a consensus that CSD will take over the management and



署长(图中)及署长级人员出席周年记者会与传媒代表会晤。
The Commissioner (Centre) and the Directorate meeting media representatives at the annual press conference.

行性，并另觅地点兴建综合监狱，作为纾缓监狱挤迫的替代措施。这替代计划将额外提供2 600个惩教名额，以应付及至2015年时的在囚人口增长。

财政

本署在二零零四年的总开支为24.93亿元，较去年减少3.5%。开支缩减主要是因为个人薪酬减少所致。这数额并不包括建设工程费用。

从各项来源所得的全年总收入为5,300万元，其中3,800万元来自职员宿舍租金。

年内，惩教署工业组暂记帐内的订购和收款总额分别为1.19亿元和1.1亿元。

公共关系及新闻发放

公共关系组对传媒发放有关本署各项计划、服务和活动的消息，让更多市民得知本署所提供的羁押及更生服务的最新情况。

该组在年内共答覆了17 400宗新闻界及市民的查询，发出了158份新闻稿，以及安排50次传媒与惩教署人员的会面。该组也曾多次安排传媒参观各间惩教院所，并筹组部门人员主持新闻简报会和记者会。

该组协助制作多种宣传品，并就制作事宜提供意见。有关宣传品包括单张、小册子、海报、展板，以及电视、电台的政府宣传声带、短片和文告等。此外，亦负责本署《爱群》月刊的编辑工作。

operation of Castle Peak Bay Immigration Centre for a period of five years from its commissioning in May 2005. Designated as a penal institution, the Centre will offer a capacity of 384 penal places for persons detained under the Immigration Ordinance and inmates transferred from other penal institutions before removal/deportation to their places of domicile upon their release.

In view of public opposition, the Administration has decided to shelve the project for the co-location of penal institutions on Hei Ling Chau. As an alternative measure to ease the prison overcrowding problem, we are studying the feasibility of the redevelopment of Lo Wu Correctional Institution and the two penal institutions at Chi Ma Wan; and to search for a new site for construction of a new prison complex. The alternative plan will provide 2 600 additional penal places to meet the growth of penal population by 2015.

Finance

The total expenditure for the Department in calendar year 2004 was \$2,493 million, excluding the capital cost of building works. This represents a 3.5% decrease against the previous year. The decrease was mainly due to reduced expenditure on personal emoluments.

Total revenue collected from various sources during the year amounted to \$53 million, including \$38 million in rent for staff quarters.

For 2004, the total amounts of purchases and recoveries under the Correctional Services Industries Suspense Account were \$119 million and \$110 million respectively.

Public Relations and Information

The Public Relations Section disseminates information about the Department's plans, services and activities to the media. By keeping the media informed, the Section helps enhance public awareness of the latest developments in custodial and rehabilitative services of the Department. In 2004, the Section handled about 17 400 press and public enquiries, issued 158 press releases and arranged 50 interviews between the media and CSD officers. Media visits to penal institutions and press briefings and conferences hosted by departmental officers were also arranged.

The Section assists and advises on a number of publicity items, including pamphlets, booklets, posters, exhibition panels and TV and radio announcements of public interest. It also provides editorial service to the Department's monthly newsletter — The Guardian.